

**Question and Answer Set for IMCS IV**  
**RFP# SOL-DC-16-00050**  
**09/14/2016**

1. Can you please provide the position requirements (including experience and academic requirements) for all of the positions listed on p. 68 of the RFP?

This information is included in the “Labor Categories” document labeled Attachment 26.

2. The description of each proposed labor category as required in (a) is expected to require several pages. Will the government allow the material required in (a) to be an attachment to the Technical Proposal and not be counted as part of the 50 page limit.

**Per RFP Section L.8 (B) (2) Proposal Instructions, Page 65, section 2. Staffing Approach:** The Offerors shall include a staffing approach that includes: (a) proposed staffing plan including identification of labor categories, labor category descriptions, and number of personnel for each, (b)...

Amendment #2 to the RFP will require this information to be in a separate document that will not count against the 50 page limit.

3. With the electronic submission, please confirm that we would deliver 3 Files (the cover letter, Technical Proposal, and Cost Proposal.) and that the cover letter is not part of the 50 page Technical Proposal requirement. Per RFP Section L.8 (A) Proposal Instructions, per page 63. Section 2. Offerors should include a cover letter with their technical and cost proposal.

Please see the revised instructions per page 64 of Amendment#2.

4. With the ease of readability of a San Serif font (Calibri) at smaller font sizes, will the government consider using a smaller font size for graphics and tables? Per RFP Section L.8 (A)(1), per page 63, All proposals should use Calibri font.

Amendment #2 to the RFP will allow Offerors to use a smaller font size no smaller than 9 for graphics and tables.

5. The SF 1449 of this RFP lists it as a small business set-aside; however, clause L.7 on p. 63 of the RFP clearly states that this is an 8(a) set-aside. Please confirm if this award will be 8(a) or small business.

**Amendment #1 clarified that this is a single award 8(a) set aside.**

6. The current size standard is \$15 million, where it was previously \$6.5 million. Is \$15 million the correct size standard?

**The current size standard for this procurement is \$15 million.**

7. We need to understand and propose the relationship among the following entities. Do you have a pricing template or format that you prefer to use to simplify your processes of comparison (i.e., similar to the following):

PWS Tasks (1-14)	PWS Task Order	Location	# of FTEs	Subcontractor

**Please see Attachment 25 that provides additional insight for locations, PWS tasks, and level of effort.**

8. The table on page 68 lists Program Manager and the Project Manager categories as key personnel, each with 14,046 hours. This reflects seven FTEs for both Program Manager and Project Manager. Section 2 of the RFP requests a resume for Program Manager. How many resumes are required for key personnel?

**Please see revised table on page 68 that removes the Program Manager from the labor categories table. The government is need of Project Managers at the task order level, and these hours will be billed per task order. However, the only Key Personnel for this effort is the Program Manager that will oversee the overall contract and is typically billed as overhead.**

**The only resume required is for the Key Personnel -Program Manager.**

9. The table on page 68 mentions only 40 hours for Info Aide (Information Aide). Is this number correct?

**This number is correct.**

10. All SoW files pertaining to task areas have been suffixed with "Draft SOW". When does the EPA intend to release the final SOWs, if applicable?

**The final SOWs for task orders will be released after contract award.**

11. We see that the labor categories description has been provided in a previous solicitation. Can we expect a similar document for these descriptions in this solicitation too?

Amendment#2 adds Attachment#26 which lists Labor Category Descriptions.

12. Please explain the following statement. What is exactly meant by “*The information may be submitted prior to other parts of the proposal*”?

**3. Past Performance:**

***EPAAR 1552.215-75 PAST PERFORMANCE INFORMATION. (OCT 2000)***

- (a) *Offerors shall submit the information requested below as part of their proposal for both the offeror and any proposed subcontractors for subcontracts expected to exceed \$100,000.00. The information may be submitted prior to other parts of the proposal in order to assist the Government in reducing the evaluation period.*

Past Performance Information as in the PPQ's can be submitted at any time prior to the proposal due date.

13. What was the annual spending during the previous contracting period?

Amendment#2 of the RFP per page 4 has included a maximum amount of this intended ID/IQ contract.

14. Is there a scope change in this RFP from the scope of work of IMCS III? If so, what are the changes?

The IMCS IV solicitation should be considered independent and separate from IMCS III. There are changes in scope that include additions of new tasks and deletions of old ones.

15. What is the total annual (\$) spend for last 5 years?

Please reference question #13.

16. Does EPA support remote access for some work to be completed by remote resources?

Telework or offsite work is to be determined/approved by each individual task order manager. EPA does provide remote access support for approved offsite work.

17. If evaluating price based on vendors' own staffing approaches, how will the EPA justify a level playing ground?

Please reference the answer to question#46.

18. We see the estimated effort by labor category; could you please provide us the effort in terms of hours distributed by labor category and location for the most recent year?

Amendment#2 adds Attachment#25 which lists the Level of Effort estimates per location.

19. How many whole and partial FTE's are currently funded per position, as described in the RFP on p. 68?

Please reference the answer to question#18.

20. Can you please clarify this statement from the Contract Level PWS, Task 5.5:  
“Document delivery should be considered when it provides best value to the contract.”

Library Network procedures specify that free resources should be used whenever possible when securing items on Interlibrary Loan for EPA staff. The librarian, in consult with and with approval by the TOCOR, may use fee-based document delivery services when necessary to meet urgent deadlines.

21. IMCS IV RFP, Page 67, Paragraph 2) Volume II: Cost Proposal Instructions, refers to suggested labor categories and estimated number of hours that may be ordered annually under this ID/IQ contract. The chart that follows this paragraph includes “Labor Category; Estimated Annual Hours” with both Program and Project Managers listed as Key Personnel.

Question: Is Project Manager an anticipated labor category, separate from the Program Manager category?

The Project Manager is an anticipated labor category, which is separate from the Program Manager, Key Personnel role. Please reference the answer to question#8.

22. P. 69 of the RFP states that “All proposals are due by 5:00 pm. ET Monday, September 18, 2016 through FedConnect.” However, there are also many references to submitting print proposals. Can you please confirm that FedConnect is the only way through which proposals are to be submitted?

Proposals shall only be submitted via FedConnect. Amendment#2 changes the proposal due date to Tuesday, 10/11/16.

23. RFP Section L.8(B)(1)2 indicates that a resume is to be provided for the Program Manager. The labor hours sheet for pricing indicates two positions as key personnel – Program Manager and Project Manager, each with 14,046 hours (totaling to approximately 14 key personnel). RFP Section G.3 indicates only ONE key person – Program Manager. Please confirm that Offerors are required to submit ONE resume only for the position of Program Manager, the individual who will manage the overall IMCS contract.

Yes, that's correct in that the only resume to be submitted is for the Key Personnel position of Program Manager. Please see the answer to question#8.

24. RFP Section L.8(B)(2)I provides a listing of labor categories and hours, including one for Program Manager and one for Project Manager. Please confirm that the Project Manager would be the individual responsible for day-to-day oversight of assigned task orders.

Yes, that's correct. Please see the answer to question#8.

25. RFP Section L.8(B)(1)2 requires Offerors to provide a staffing plan for the contract, that includes labor categories, descriptions and number of personnel for each. Section M.1(b)2(b) indicates that Offerors will be evaluated on our staffing plan to perform all tasks in the PWS for all four services of Libraries, Records Management, Docket Center and FOIA. Please clarify if Offerors are to build the staffing plan based on receiving all task orders identified in RFP Attachments 4-23 (Draft SOWs for task orders in the four service areas) simultaneously.

Yes. Offerors should be able to perform all tasks in the PWS in all four service areas as this is a single-award IDIQ contract.

26. In clause 52.212-5, paragraph (c) clause 52.222-41 Service Contract Labor Standards was marked as not applicable. Also in clause 52.212-5, clauses 52.222-51 and 52.222-53 were also marked as not applicable. Can you explain if this contract is exempt or not exempt from the Service Contract Act?

The Service Contract Act clauses do apply to some of the labor categories under this contract and therefore applicable clauses have been checked, per Amendment#2.

27. The RFP did not include a Dept. of Labor Wage Determination and clause. Are all positions under this IDIQ anticipated to be exempt from the Fair Labor Standards Act?

Please reference question#26.

28. Clause L.8(B)(2)(D) Team Subcontracts. – These instructions state that subcontractor proprietary cost info may be provided directly to the CO (sealed package) if desired. Should this sealed package be submitted through FedConnect in the same manner as the prime proposal?

Yes.

29. What are the security clearance requirements for this effort?

There are none.

30. The Contract Level PWS Task 9 states, “work may or may not be off-site, depending on each TO”. Should all pricing be based on Government-site rates?

Please see the revised pricing proposal instructions language in Amendment#2, per page 67.

31. Attachment 6\_ORCR cites PWS task 6.7.5. The current PWS has no task 6.7.5. Is this a mistake in the attachment?

The Task 3.5 Methods Information Communication Exchange (MICE) FAQ Support in the ORCR PWS should have been included in the Contract Level PWS as Task 6.7.5. Please see the revised PWS dated 09/13/16.

32. There appear to be some discrepancies between Attachment 1, Contract Performance Work Statement, and the draft statements of work provided in Attachments 4 through 24. For example, Attachment 6 references PWS Section 6.7.5, which is not included in Attachment 1. Please confirm that Offerors proposals should reflect only the tasks identified in Attachment 1, Contract Performance Work Statement, and that the draft statements of work are only provided for information to illustrate the types of tasks that could be issued.

The Task 3.5 Methods Information Communication Exchange (MICE) FAQ Support in the ORCR PWS should have been included in the Contract Level PWS as Task 6.7.5. Please see the revised PWS dated 09/13/16.

The “Draft” PWS’s were included to illustrate the types of tasks that may be required. Final versions of task order PWS’s will be provided after contract award.

33. Due to the questions reflected above, we respectfully request a 30-day extension to the proposal deadline.

The due date for this requirement is being extended out to Tuesday, October 11, 2016 at noon ET.

34. In L.8(B)(2) Volume II: Cost Proposal Instructions, the hours do not add up to 476,795.00. Key Personnel are listed twice, once under Project Manager and once under Program Manager and each time with the same number of hours. Was this an error?

Please reference the answer to Question#8.

35. The listing was posted on 8/12/2016 to FedConnect and on 8/16 to FBO. Per L.5 of the RFP, questions are due ten days after the solicitation was posted. Which date should be used in determining the final submittal date for questions?

**Amendment#1 was issued to clarify this issue.**

36. In RFP L.8(B)(2)(i)(4)(i)(A) on page 68 under Direct Labor, the government requests that the Offeror should provide a list of the individuals proposed and the hours associated with each individual and the percentage of hours assigned, but in the Staffing Approach in L.8(B)(1)(2), the only individual for whom a resume required is the Program Manager. Does the Government intend that the Offeror provide a named candidate for every labor category?

**Amendment#2 on page 69 clarifies this statement. Offerors are to propose only a list of labor categories and not individuals, with the exception of Key Personnel.**

37. In RFP L.8(B)(2)(i)(4)(i)(E) on page 69, the requirement states that hours should be broken out according to the PWS. Does this refer to the major task areas found in Attachment 1: Contract Level Performance Work Statement, or does the government want the labor hours broken out according the sample task orders provided?

**The hours shall be broken out per PWS tasks, as the sample task orders are only in 'draft' currently.**

38. Does the government require that labor rates be provided for each region or do they wish for a blended rate?

**Amendment#2 on page 67 clarifies that Offerors shall submit a minimum and maximum offsite and onsite government rate, regardless of location.**

39. Can the government provide us with historic breakdowns of staffing for each task area from Attachment 1: Contract Level Performance Work Statement or by individual Task Order?

**Please see Amendment#2, Attachment #25 for further information on historical LOE.**

40. Can the government provide us with historic performance data on the distinct task orders so as to enable a more accurate basis for our Level of Effort estimate?

Please see Amendment#2, Attachment #25 for further information on historical LOE.

41. Would the government be open to optional rates as Fixed Priced CLINs within distinct Contract Level PWS Tasks that offer significant innovations and savings for particular services?

Yes, Offerors can submit a cost proposal with optional rates.

42. If the offeror's team includes subcontractors, does the government wish that these to be included as part of the past performance?

Please reference page 67 of Amendment#2 that states at least one past performance reference shall be submitted per subcontractor.

43. In L.8(B)(1)(3)(c)(4)(h), page 67, the government asks that the PPQ be sent to all named past performance references. Is there is an upper limit to this number and is it limited to only references for the prime or is it permissible to include subcontractor references, too?

There is no limit to the number of PPQ's submitted and they are to include subcontractor references as well, per Amendment#2 page 67.

44. Reference B.5, EPA-B-16-104 Fixed Rates for Services ; ID/IQ Contract. Since the contract is structured as a fixed unit price (fixed labor rates/hour), can the offeror also propose fixed unit prices (performance-based) as additional optional CLINs that would provide the government improved efficiencies and cost savings?

Yes, Offerors can submit a cost proposal with optional CLINS.

45. Reference B(2)(i)(2) Volume II: Cost Proposal Instructions. The solicitation states "Offerors are not required to utilize these labor categories in pricing their quote in response to this RFP. Offerors are required to utilize the Estimated Annual Total Hours Ceiling, but may allocate the total across the proposed labor categories at their discretion. If the offeror is able to propose fixed unit deliverables that represent a portion of estimated labor hours, such that the total equals the Estimated Annual Total Hours Ceiling, would this meet the requirement for allocation of total hours?"

The intended contract type is fixed rate time and material.



46. Reference M.2 Price Evaluation. What part does Price play in the overall evaluation of proposals? Will pricing be evaluated or compared against other offeror's prices?

Per the language in M.1 and M.2, "For this solicitation, all evaluation factors other than cost or price when combined are significantly more important than cost or price." How price will be evaluated in stated in M.2 under M.2 **FAR PART 15.404-1 PRICE EVALUATION.**

47. Reference M.2 Price Evaluation. Section L permits the offeror to propose its own mix of labor categories so long as the total hours are the same as the Estimated Annual Total Hours Ceiling. How will the government compare pricing in relation to other offeror's when they are proposing different skills mixes and hours?

Reference the answer to question#46.

48. To be consistent in our response, please clarify the roles and responsibilities of the COR, COTR, Work Assignment COR?

On this contract, EPA will be utilizing a Contract level COR and Task Order level COR (TOCOR). There are no Work Assignment CORs.

49. The solicitation number issued in FedConnect and the SF 1449 shows solicitation SOL-DC-16-00050, However the solicitation cover shows SOL-DC-16-00023. Please confirm the correct solicitation number.

The correct solicitation number is SOL-DC-16-00050.

50. The RFP is silent with regard to proposal validity. Please provide the Governments intended period of validity.

Per Amendment#2, page 67, the proposals shall be valid up to 90 days.

51. As this is an IDIQ Task Order contract, please clarify/confirm at what Level funding will be applied – at the contract level or at the individual Task Order level?

The funding will be applied at the task order level.

52. Will the government provided an estimated date of award or start date for pricing and estimation purposes?

The estimated award timeframe is January of 2017.

53. Please clarify this requirement as there is no listing of GFE/GFP in the solicitation. Will the Government provide prior to contract award?

At time of award EPA will provide a listing of GFE/GFP, but the typical type of GFP are phones and laptops.

54. As this is a small business set aside Liquidated damages are not applicable. Please remove this clause.

Amendment#2 has removed this clause.

55. In Section I.2 the Service Contract Labor Standards and associated clause is not checked as applicable to the Prime, however these clauses are listed as being in the required flowdowns to subs in (x) 52.222-41 on page 46. Is this an oversight to the Government?

Amendment#2 has checked the applicable Service Contract clauses.

56. Per page 47, (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years. The language in this clause seems to conflict with C.1 which indicates the base period is 5 years. Please clarify.

The intended ID/IQ contract will be a base period of a maximum of five years. The task orders issued under the contract can include option years. Therefore, the clause on page 47 (c) is included as it will be a flow down clause to the task orders, if applicable.

57. Per page 62, These sections state that this award is under the 8(a) program and is in conflict with the SF1449 which states Small business Set aside. There also aren't any 8(a) provisions within H or I. **Please confirm that this is an 8(a) procurement.**

Correct, this is an 8(a) set aside procurement and Amendment#1 provided clarification. The provisions are under Section K and I.

58. Per page L.8, Please provide instructions as to how any subcontractor the prime offeror may be using should upload their proposal such that is known to which offeror it is connected. Also, please clarify how subcontractor detailed cost data should be delivered.

Subcontractor proposals should reference the prime contractor and submit their information via FedConnect.

59. Based on the requirement to provide the descriptions of the labor categories, and given the number provided on page 68, would the government consider eliminating this requirement from page count and allow the offeror to provide this data as an attachment to the proposal?

Yes, this information will be allowed as a separate attachment.

60. Is it the Government's intent for Offerors to provide a Table of Contents and List of Figures, with the Technical Proposal? If so, will it be exempt from the 50 page limit?

Yes, the Table of Contents and List of Figures are exempt from the 50 page limit.

61. Per page 68, The sum of hours does not match the hours provided in the table of Labor Category; Please confirm the estimated annual total ceiling hours of 476,795.00.

Please see the answer to Question#8 for clarification.

62. Per page 63, This reference at the end of the cover letter section is in direct conflict with the paragraph before which indicates this is an electronic submission. Please clarify this instruction. Is there a naming convention for files on offeror submission into FedConnect or is this to be deleted?

This language has been deleted.

63. Would the Government like the Offerors to include copies of past performance questionnaires submitted to their customer POCs as part of Volume 1 Technical Proposal?

Per the PPQ instructions on page 67 of Amendment#2, the PPQs submitted by references shall be emailed to [Ventura.Marisol@epa.gov](mailto:Ventura.Marisol@epa.gov) and [Bassette-Woltz.Patricia@epa.gov](mailto:Bassette-Woltz.Patricia@epa.gov).

64. Per page 67, Please clarify this instruction as it appears that the government wants One rate per category for the entire contract period which appears the conflict with Section B.5 which indicates that there should be a rate for each category by contract year.

Per Amendment#2, the language on page 67 has been revised.

65. Per Page 65, Please consider adjusting the requirement to “Offerors shall submit at least three (3) contracts, subcontracts and/or task orders completed or in process in the last 3 years which are similar in nature to this requirement.”

Per Amendment#2, this language has been revised on page 66.

66. Per page 65, Please consider adjusting the requirement to “Offerors shall submit a total of three (3) past performance citations for the Prime and at least one (1) for each subcontractor.”

Per Amendment#2, this language has been revised on page 67.

67. Is it the Government’s intent that “past performance experiences as the Prime Contractor “applies to only the Prime Offeror?

Please reference the answer to question#66.

68. Is it the Government’s intent for Offerors to provide an Acronym List with the Technical Proposal? If so, will it be exempt from the 50 page limit?

If the Offeror wishes to submit an Acronym List, it will not be exempt from the 50 page limit.

69. Is the conclusion of a task order or task order option period within a contract qualify as a past performance completed in the past three years?

Yes.

70. Can the government clarify whether the key positions for the contract include both the Program Manager and Project Managers as noted in the table on page 68 of the RFP. Additionally, will the government accept additional key staff resumes in other critical positions and will that be a part of the evaluation?

Please reference the answer to Question#8. Offerors can submit additional key staff resumes and they will be evaluated under Staffing Approach.